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ABSTRACT

This index contains the unit titles from all 60 Ohio's Competency Analysis Profile (OCAP) lists. It is intended to facilitate the combination of units from different OCAPs in order to develop curricula that meet specific program needs (e.g., learner differences, labor market demands, and technological developments). OCAP titles are as follows: accounting; administrative/secretarial services; agricultural business feed and grain worker; agricultural/industrial mechanical technician; agricultural production; agricultural products sales and service worker; animal management technician; auto collision technician; auto mechanics; beef and sheep producer; building and property maintenance; business administration and management; business information systems; carpentry; clothing and interiors, production and services; commercial art; cosmetology; crop producer; dairy producer; dental assistant; diesel mechanics; diversified health occupations; drafting; early childhood education and care; electrical trades; electronics; entertainment marketing; entrepreneurship; fertilizer/chemical sales and service worker; floriculture and greenhouse worker; food production, management and services; forest industry worker; general marketing; grads; graphic communications: commercial photography; graphic communications: graphic arts; heating, ventilation, air conditioning, and refrigeration; horticulture; hospitality and facility care services; individual and family support services; industrial maintenance; law enforcement; machine trades; masonry; meat processor; medical assistant; middle school home economics; nurse aide; nursery and garden center worker; occupational work adjustment; poultry producer; power equipment technology; practical nursing; resource conservation; swine producer; travel and tourism marketing; turf and landscape worker; welding; and work and family life. (YLB)



OHIO'S COMPETENCY ANALYSIS PROFILE

INDEX

This index contains the unit titles from all 60 OCAP lists. It facilitates the combination of units from diverse OCAPs in order to develop curricula that meet specific program needs (e.g., learner differences, local labor market demands, technological developments).

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BEST CURRICULUM

Vocational Instructional Materials Laboratory
Center on Education and Training
for Employment



What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic,* and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

* Academic competency lists for communications, math, and science are available separately.

OCAP INDEX

ACCOUNTING

- Unit 1: General Accounting Functions
- Unit 2: Specialized Accounting Functions
- Unit 3: Inventory Records
- Unit 4: Office Technology
- Unit 5: Records Management
- Unit 6: General Office Functions
- Unit 7: Communications
- Unit 8: Professionalism
- Unit 9: Employability Skills

ADMINISTRATIVE/SECRETARIAL SERVICES

- Unit 1: Communications
- Unit 2: Office Technology
- Unit 3: Financial Functions
- Unit 4: Records Management
- Unit 5: Support Tasks
- Unit 6: Professionalism
- Unit 7: Employability Skills

AGRICULTURAL BUSINESS FEED AND GRAIN WORKER

- Unit 1: General Safety Precautions
- Unit 2: Grain
- Unit 3: Feed
- Unit 4: Maintenance of Facilities and Grounds
- Unit 5: Store Sales
- Unit 6: Agricultural Mechanics
- Unit 7: Marketing
- Unit 8: Business Management
- Unit 9: Employability Skills

AGRICULTURAL/INDUSTRIAL MECHANICAL TECHNICIAN

- Unit 1: General Safety Precautions
- Unit 2: General Equipment Maintenance
- Unit 3: General Repair Procedures
- Unit 4: General Shop Practices
- Unit 5: Equipment Operation
- Unit 6: Cylinder Head
- Unit 7: Engine Block
- Unit 8: Lubrication System
- Unit 9: Cooling Systems
- Unit 10: Fuel and Air Systems
- Unit 11: Electrical Systems
- Unit 12: Drivetrain
- Unit 13: Brake Systems
- Unit 14: Suspension and Steering
- Unit 15: Heating and Air-Conditioning (AC)
- Unit 16: Hydraulics
- Unit 17: Employability Skills

AGRICULTURAL PRODUCTION

- Unit 1: General Safety Precautions
- Unit 2: Crop and Forage Production
- Unit 3: Agricultural Mechanics
- Unit 4: Marketing
- Unit 5: Business Management
- Unit 6: Employability Skills
- Unit 7: Beef and Sheep Production
- Unit 8: Dairy Production
- Unit 9: Poultry Production
- Unit 10: Swine Production

AGRICULTURAL PRODUCTS SALES AND SERVICE WORKER

- Unit 1: General Safety Precautions
- Unit 2: Sales Skills
- Unit 3: Customer Service
- Unit 4: Business Management
- Unit 5: Inventory
- Unit 6: Merchandise Delivery
- Unit 7: Equipment Operation and Maintenance
- Unit 8: Employability Skills

ANIMAL MANAGEMENT TECHNICIAN

- Unit 1: General Safety Precautions
- Unit 2: Animal Care Industry
- Unit 3: Housing
- Unit 4: Breeding and Reproduction
- Unit 5: Feeding
- Unit 6: Grooming
- Unit 7: Handling
- Unit 8: Aquarium Management
- Unit 9: Health Care
- Unit 10: Marketing and Sales
- Unit 11: Merchandise Handling
- Unit 12: Business Management
- Unit 13: Employability Skills

AUTO COLLISION TECHNICIAN

- Unit 1: Basic Skills
- Unit 2: Analysis and Repair of Nonstructural Damage
- Unit 3: Analysis and Repair of Structural Damage
- Unit 4: Mechanical and Electrical Components
- Unit 5: Plastics and Adhesives
- Unit 6: Painting and Refinishing
- Unit 7: Service Management
- Unit 8: Communications
- Unit 9: Occupational Skills
- Unit 10: Employability Skills

AUTO MECHANICS

- Unit 1: Safety and Housekeeping
- Unit 2: Engine Repair
- Unit 3: Automatic Transmission/Transaxle
- Unit 4: Manual Drive Train and Axles
- Unit 5: Suspension and Steering
- Unit 6: Brakes
- Unit 7: Electrical Systems
- Unit 8: Heating and Air-Conditioning (AC)
- Unit 9: Engine Performance
- Unit 10: Nonmechanical Body Trim and Upholstery
- Unit 11: Employability Skills

BEEF AND SHEEP PRODUCER

- Unit 1: General Safety Precautions
- Unit 2: Animal Care
- Unit 3: Genetics, Reproduction, and Breeding
- Unit 4: Waste Handling and Disposal
- Unit 5: Nutrition, Feeds, and Feeding
- Unit 6: Herd Health
- Unit 7: Marketing
- Unit 8: Business Management
- Unit 9: Agricultural Mechanics
- Unit 10: Crop/Forage Production
- Unit 11: Employability Skills

BUILDING AND PROPERTY MAINTENANCE

- Unit 1: Basic Procedures
- Unit 2: Carpentry Applications and Repairs
- Unit 3: Roofing Applications and Repairs
- Unit 4: Ceramic Tile
- Unit 5: Masonry Applications and Repairs
- Unit 6: Electrical Installations and Repairs
- Unit 7: Plumbing Installations and Repairs
- Unit 8: Welding and Cutting Operations
- Unit 9: Heating, Ventilation, Air-Conditioning, and Refrigeration Installation and Service
- Unit 10: Painting and Wallpapering
- Unit 11: Employability Skills

BUSINESS ADMINISTRATION AND MANAGEMENT

- Unit 1: Management and Supervision
- Unit 2: Economic and Business Principles
- Unit 3: Accounting and Financial Functions
- Unit 4: Office Technology
- Unit 5: General Office Functions
- Unit 6: Communications
- Unit 7: Professionalism
- Unit 8: Employability Skills

BUSINESS INFORMATION SYSTEMS

- Unit 1: Data Input
- Unit 2: Microcomputer Operations
- Unit 3: Computer Operations
- Unit 4: Information System*
- Unit 5: Software Applications
- Unit 6: General Business Concepts
- Unit 7: Office Functions
- Unit 8: Communications
- Unit 9: Professionalism
- Unit 10: Supervisory Functions*
- Unit 11: Employability Skills

CARPENTRY

- Unit 1: Basic Carpentry Procedures
- Unit 2: Layout Work
- Unit 3: Footer and Foundation Walls
- Unit 4: Floor Framing
- Unit 5: Wall Framing
- Unit 6: Roof Framing
- Unit 7: Roofing
- Unit 8: Exterior Finish
- Unit 9: Insulation
- Unit 10: Interior Finish
- Unit 11: Stairs
- Unit 12: Energy-Efficient Construction*
- Unit 13: Special Carpentry Applications*
- Unit 14: Employability Skills

CLOTHING AND INTERIORS, PRODUCTION AND SERVICES

- Unit 1: Fabric Technology
- Unit 2: Dressmaking and Tailoring
- Unit 3: Fashion Merchandising
- Unit 4: Dry Cleaning and Laundry
- Unit 5: Interior Decorating
- Unit 6: Business Operations
- Unit 7: Employability Skills

* Advancing
** Futuring

COMMERCIAL ART

- Unit 1: Professional Behavior**
- Unit 2: Safety Procedures**
- Unit 3: Basic Lab Skills**
- Unit 4: Business Forms**
- Unit 5: Basic Drawing Skills**
- Unit 6: Media Exposure**
- Unit 7: Design**
- Unit 8: Hand Lettering**
- Unit 9: Layouts**
- Unit 10: Production**
- Unit 11: Computer Art**
- Unit 12: Screen Printing**
- Unit 13: Specialized Functions**
- Unit 14: Photography**
- Unit 15: Self-Marketing**
- Unit 16: Employability Skills**

COSMETOLOGY

- Unit 1: Orientation**
- Unit 2: Dispensary Operations**
- Unit 3: Sanitation**
- Unit 4: Scalp-Care and Hair-Care Treatments**
- Unit 5: Shaping Hair**
- Unit 6: Styling Hair**
- Unit 7: Permanent Waving**
- Unit 8: Hair Relaxing**
- Unit 9: Curl Reformation for Flat-Cell and Overcurly Hair**
- Unit 10: Hair Coloring**
- Unit 11: Hair Lightening and Toning**
- Unit 12: Manicuring and Pedicuring**
- Unit 13: Facial Treatments**
- Unit 14: Wig and Hairpiece Care**
- Unit 15: Reception Duties**
- Unit 16: Salon Management**
- Unit 17: Employability Skills**

CROP PRODUCER

- Unit 1: General Safety Precautions
- Unit 2: Crop Production
- Unit 3: Agricultural Mechanics
- Unit 4: Business Management
- Unit 5: Marketing
- Unit 6: Employability Skills

DAIRY PRODUCER

- Unit 1: General Safety Precautions
- Unit 2: Milking and Milking Systems
- Unit 3: Animal Care
- Unit 4: Genetics, Reproduction, and Breeding
- Unit 5: Waste Handling and Disposal
- Unit 6: Nutrition, Feeds, and Feeding
- Unit 7: Herd Health
- Unit 8: Marketing
- Unit 9: Business Management
- Unit 10: Agricultural Mechanics
- Unit 11: Crop Production
- Unit 12: Employability Skills

DENTAL ASSISTANT

- Unit 1: Infection Control and Hazards Management
- Unit 2: General Health
- Unit 3: Emergency Procedures
- Unit 4: Preventive Dental Assisting Procedures
- Unit 5: Chairside Assistance
- Unit 6: Dental Specialities
- Unit 7: Dental Laboratory Procedures
- Unit 8: Dental Office Procedures
- Unit 9: Radiographic Procedures
- Unit 10: Communications
- Unit 11: Mathematics
- Unit 12: Professionalism
- Unit 13: Employability Skills

DIESEL MECHANICS

- Unit 1: Safety and Shop Practices
- Unit 2: Basic Mechanical Skills
- Unit 3: Planned Maintenance
- Unit 4: Internal Combustion Engine Operation
- Unit 5: Gasoline Engines
- Unit 6: Diesel Engines
- Unit 7: Drivetrain
- Unit 8: Brake Systems
- Unit 9: Suspension and Steering
- Unit 10: Chassis
- Unit 11: Electrical Systems
- Unit 12: Truck and Trailer Lighting Systems
- Unit 13: Electronically Operated Control Systems*
- Unit 14: Heating and Air-Conditioning (AC) Systems
- Unit 15: Cab and Trailer Maintenance and Repair
- Unit 16: Record Keeping
- Unit 17: Employability Skills

DIVERSIFIED HEALTH OCCUPATIONS

- Unit 1: Nurse Aide
- Unit 2: Medical Assisting
- Unit 3: Dental Assisting
- Unit 4: Employability Skills

DRAFTING

- Unit 1: Basic Lab Skills
- Unit 2: Geometric Constructions
- Unit 3: Orthographic Projections and Auxiliary Views
- Unit 4: Sectioning
- Unit 5: Drawing Pictorials
- Unit 6: Basic Intersections and Developments
- Unit 7: Dimensioning
- Unit 8: Basic Computer-aided Design (CAD) Skills
- Unit 9: Machine Drawings
- Unit 10: Architectural Drawings
- Unit 11: Structural Drawings
- Unit 12: Civil and Survey Drafting

Drafting (continued)

- Unit 13: Electrical and Electronic Drawings**
- Unit 14: Advanced Computer-aided Design (CAD) Skills***
- Unit 15: Employability Skills**

EARLY CHILDHOOD EDUCATION AND CARE

- Unit 1: Safe, Healthy Learning Environment**
- Unit 2: Physical and Intellectual Competence**
- Unit 3: Social and Emotional Development and Positive Guidance**
- Unit 4: Positive and Productive Relationships With Families**
- Unit 5: Program Responsive to Participants' Needs**
- Unit 6: Commitment to Professionalism**
- Unit 7: Employability Skills**

ELECTRICAL TRADES

- Unit 1: Fundamental Concepts of Electricity**
- Unit 2: Residential Applications**
- Unit 3: Commercial and Industrial Applications**
- Unit 4: Employability Skills**

ELECTRONICS

- Unit 1: Orientation**
- Unit 2: Basic Electronics Theory**
- Unit 3: Troubleshooting and Repairing**
- Unit 4: Electronic Applications for Industrial Systems***
- Unit 5: Electronic Applications for Consumer Electronic Equipment***
- Unit 6: Applied Digital Concepts***
- Unit 7: Employability Skills**

ENTERTAINMENT MARKETING

- Unit 1: Human Resource Foundations**
- Unit 2: Marketing and Business Foundations**
- Unit 3: Promotion**
- Unit 4: Service Technology**

* Advancing
** Futureing

Entertainment Marketing (continued)

- Unit 5: Selling
- Unit 6: Pricing
- Unit 7: Location
- Unit 8: Entrepreneurship
- Unit 9: Business Functions
- Unit 10: Employability Skills

ENTREPRENEURSHIP

- Unit 1: Entrepreneurial Potential
- Unit 2: Business Description
- Unit 3: Marketing
- Unit 4: Sales
- Unit 5: Customer Service
- Unit 6: Legal Considerations
- Unit 7: Government Compliance
- Unit 8: Recordkeeping
- Unit 9: Risk Management
- Unit 10: Human Resource Management
- Unit 11: Business Operations Management
- Unit 12: Customer Credit
- Unit 13: Start-up Financing
- Unit 14: Financial Management
- Unit 15: Business Plan

FERTILIZER/CHEMICAL SALES AND SERVICE WORKER

- Unit 1: General Safety Precautions
- Unit 2: Customer Service
- Unit 3: Merchandise Delivery
- Unit 4: Business Management
- Unit 5: Inventory
- Unit 6: Agricultural Mechanics
- Unit 7: Fertilizer/Chemical Formulation and Application
- Unit 8: Employability Skills

* Advancing

** Futuring

FLORICULTURE AND GREENHOUSE WORKER

- Unit 1: General Safety Precautions
- Unit 2: Equipment Maintenance
- Unit 3: Marketing and Sales
- Unit 4: Merchandise Handling
- Unit 5: Business Management
- Unit 6: Floral Design
- Unit 7: Greenhouse Plant Production
- Unit 8: Employability Skills

FOOD PRODUCTION, MANAGEMENT AND SERVICES

- Unit 1: Orientation to Industry
- Unit 2: Sanitation
- Unit 3: Side Work
- Unit 4: Service Styles
- Unit 5: Safety
- Unit 6: Equipment
- Unit 7: Nutrition and Menu Development
- Unit 8: Food Preparation, Processing, and Production
- Unit 9: In-House Selling
- Unit 10: Cashier Functions
- Unit 11: Guest Relations
- Unit 12: Catering and Banquet Services and Production
- Unit 13: Receiving and Storing
- Unit 14: Management Operations*
- Unit 15: Employability Skills

FOREST INDUSTRY WORKER

- Unit 1: General Safety Precautions
- Unit 2: Forest Industry Operations
- Unit 3: Forest Nursery Operations
- Unit 4: Forest Measurements
- Unit 5: Forest Establishment
- Unit 6: Forest Management
- Unit 7: Tree Harvesting and Processing
- Unit 8: Wildland Fire Operations
- Unit 9: Forestry Equipment Maintenance
- Unit 10: Forestry Equipment Operation

Forest Industry Worker (continued)

- Unit 11: Construction Skills**
- Unit 12: Business Management**
- Unit 13: Urban Forestry Tree Care**
- Unit 14: Employability Skills**

GENERAL MARKETING

- Unit 1: Human Resource Foundations**
- Unit 2: Marketing and Business Foundations**
- Unit 3: Economic Foundations**
- Unit 4: Promotion**
- Unit 5: Selling**
- Unit 6: Risk Management**
- Unit 7: Distribution**
- Unit 8: Pricing**
- Unit 9: Financing**
- Unit 10: Product/Service Operations**
- Unit 11: Purchasing**
- Unit 12: Marketing Information Management***
- Unit 13: Financial Management**
- Unit 14: Computer Operations**
- Unit 15: Employability Skills**

GRADS

- Unit 1: Positive Self**
- Unit 2: Pregnancy**
- Unit 3: Parenting**
- Unit 4: Economic Independence**

GRAPHIC COMMUNICATIONS: COMMERCIAL PHOTOGRAPHY

- Unit 1: Professional Behavior**
- Unit 2: Basic Lab Skills**
- Unit 3: Cameras and Exposure Control**
- Unit 4: 35MM Single Lens-Reflex Camera**
- Unit 5: Black-and-White Negative Development**
- Unit 6: Photographs for Presentation Printing**

* Advancing

** Futuring

12

13

Graphic Communications: Commercial Photography (continued)

- Unit 7: Medium Format Cameras
- Unit 8: View Cameras
- Unit 9: Lighting and Backdrops
- Unit 10: Portfolio
- Unit 11: Digital Processing
- Unit 12: Color Transparency Films for Audiovisual (AV) Use*
- Unit 13: Printing Color Negatives*
- Unit 14: Professionalism
- Unit 15: Employability Skills

GRAPHIC COMMUNICATIONS: GRAPHIC ARTS

- Unit 1: Orientation
- Unit 2: Business and the Graphic Communications Industry
- Unit 3: Measurement Systems
- Unit 4: Job Planning
- Unit 5: Design and Layout
- Unit 6: Typesetting
- Unit 7: Proofing
- Unit 8: Paste-up
- Unit 9: Darkroom
- Unit 10: Film Images
- Unit 11: Plates
- Unit 12: Offset Presses
- Unit 13: Finishing Operations
- Unit 14: Desktop Publishing
- Unit 15: Employability Skills

HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION

- Unit 1: Basic Procedures
- Unit 2: Fundamental Concepts of Electricity
- Unit 3: Single-Phase and Three-Phase Circuits and Devices*
- Unit 4: Fundamental Concepts of Refrigeration
- Unit 5: Basic Shop Practices
- Unit 6: Shop Practice and Tools
- Unit 7: Installing Refrigeration and Air-Conditioning Equipment
- Unit 8: Preventive Maintenance

* Advancing

** Futuring

Heating, Ventilation, Air-Conditioning, and Refrigeration (continued)

- Unit 9: Troubleshooting Refrigeration and Air-Conditioning Equipment
- Unit 10: Servicing and Repairing Refrigeration and Air-Conditioning Equipment
- Unit 11: Installing Heating Systems
- Unit 12: Troubleshooting Heating Systems
- Unit 13: Servicing and Repairing Heating Systems
- Unit 14: Employability Skills

HORTICULTURE

- Unit 1: General Safety Precautions
- Unit 2: Marketing and Sales
- Unit 3: Merchandise Handling
- Unit 4: Business Management
- Unit 5: Facility Maintenance
- Unit 6: Equipment Maintenance
- Unit 7: Equipment Operation
- Unit 8: Employability Skills
- Unit 9: Floriculture and Greenhouse Management
- Unit 10: Turf, Landscape, and Nursery Operations

HOSPITALITY AND FACILITY CARE SERVICES

- Unit 1: Hospitality and Facility Care Orientation
- Unit 2: Customer Relations and Quality Services
- Unit 3: Security and Emergency Procedures
- Unit 4: Sanitation and Safety
- Unit 5: Environmental Services
- Unit 6: Food and Hospitality Support Services
- Unit 7: Employability Skills

INDIVIDUAL AND FAMILY SUPPORT SERVICES

This competency list may only be used as an additional component to *Early Childhood Education and Care* or *Hospitality and Facility Care Services*.

- Unit 1: Individual and Family Care Fundamentals
- Unit 2: Individual and Family Daily Living Assistance
- Unit 3: Individual and Family Recreational and Social Activities
- Unit 4: Employability Skills

INDUSTRIAL MAINTENANCE

- Unit 1: Safety
- Unit 2: Equipment Installation
- Unit 3: Maintain Equipment and Practice Predictive Maintenance
- Unit 4: Electricity
- Unit 5: Hydraulics and Pneumatics
- Unit 6: Machine Trades
- Unit 7: Welding
- Unit 8: Heating, Ventilation, and Air Conditioning
- Unit 9: Carpentry
- Unit 10: Plumbing and Pipefitting
- Unit 11: Employability Skills

LAW ENFORCEMENT

- Unit 1: Orientation
- Unit 2: Legal Aspects
- Unit 3: Communication Skills
- Unit 4: Human Relations Skills
- Unit 5: First Aid and Emergency Care
- Unit 6: Defensive Tactics
- Unit 7: Driving*
- Unit 8: Patrol
- Unit 9: Investigation
- Unit 10: Traffic Enforcement
- Unit 11: Civil Emergencies
- Unit 12: Prisoner Booking and Handling
- Unit 13: Private Security
- Unit 14: Specialized Units*
- Unit 15: Employability Skills

MACHINE TRADES

- Unit 1: Orientation
- Unit 2: Measuring Workpieces
- Unit 3: Inspecting Workpieces
- Unit 4: Benchwork
- Unit 5: Layouts
- Unit 6: Power Saws
- Unit 7: Drilling Machines

* Advancing

** Futuring

Machine Trades (continued)

- Unit 8: Grinding Machines**
- Unit 9: Milling Machines**
- Unit 10: Lathes and Turning Machines**
- Unit 11: Computer Numerical Controlled (CNC) Lathes and Turning Center**
- Unit 12: Computer Numerical Controlled (CNC) Mills and Machining Center**
- Unit 13: Electrical Discharge Machines (EDMs)**
- Unit 14: Heat Treating**
- Unit 15: Superabrasives**
- Unit 16: Contemporary Tooling**
- Unit 17: Advanced Machining Technology**
- Unit 18: Employability Skills**

MASONRY

- Unit 1: Safety**
- Unit 2: Masonry Materials and Tools**
- Unit 3: Materials Preparation**
- Unit 4: Job Site Preparation**
- Unit 5: Bonding**
- Unit 6: Blueprint Reading, Record Keeping, and Estimating**
- Unit 7: Laying Brick and Block to a Line**
- Unit 8: Brick and Block Work**
- Unit 9: Jointing**
- Unit 10: Masonry Construction**
- Unit 11: Foundations and Footers**
- Unit 12: Reinforced Concrete Masonry**
- Unit 13: Special Masonry Applications**
- Unit 14: Chimney and Fireplace Construction***
- Unit 15: Arch Construction***
- Unit 16: Basic Welding and Cutting**
- Unit 17: Employability Skills**

MEAT PROCESSOR

- Unit 1: General Safety Precautions**
- Unit 2: Sanitation**
- Unit 3: Meat Processing Industry**
- Unit 4: Livestock Purchasing***
- Unit 5: Slaughtering**

* Advancing

** Futuring

Meat Processor (continued)

- Unit 6: Carcass Grading
- Unit 7: Wholesale Cutting
- Unit 8: Retail Beef Cutting
- Unit 9: Retail Pork Cutting
- Unit 10: Retail Veal and Beef-Calf Cutting
- Unit 11: Retail Lamb and Mutton Cutting
- Unit 12: Miscellaneous Meat Merchandising
- Unit 13: Tools and Equipment
- Unit 14: Customer Service
- Unit 15: Marketing
- Unit 16: Product Handling
- Unit 17: Business Management*
- Unit 18: Employability Skills

MEDICAL ASSISTANT

- Unit 1: Principles of Medical Ethics
- Unit 2: Quality Assurance
- Unit 3: Infection Control and Hazards Management
- Unit 4: Medical Database
- Unit 5: Patient Education
- Unit 6: Examinations
- Unit 7: Medications
- Unit 8: Medical Emergencies
- Unit 9: Laboratory Procedures
- Unit 10: General Office Procedures
- Unit 11: Insurance
- Unit 12: Financial Functions
- Unit 13: Employability Skills

MIDDLE SCHOOL HOME ECONOMICS

- Unit 1: Empowering Skills
- Unit 2: Self-Identity
- Unit 3: Relating to Others
- Unit 4: Becoming Independent
- Unit 5: Managing Resources

* Advancing

** Futuring

NURSE AIDE

- Unit 1: Orientation
- Unit 2: First Aid and Cardiopulmonary Resuscitation (CPR)
- Unit 3: Safety and Infection Control
- Unit 4: Effective Communication and Legal and Ethical Responsibilities
- Unit 5: Basic Personal Care
- Unit 6: Nursing-Related Procedures
- Unit 7: Care of Elderly Clients
- Unit 8: Home Health Care
- Unit 9: Restorative Duties
- Unit 10: Employability Skills

NURSERY AND GARDEN CENTER WORKER

- Unit 1: General Safety Precautions
- Unit 2: Nursery and Garden Center Operations
- Unit 3: Equipment Maintenance
- Unit 4: Equipment Operation
- Unit 5: Facility Maintenance
- Unit 6: Marketing and Sales
- Unit 7: Product Handling
- Unit 8: Business Management
- Unit 9: Employability Skills

OCCUPATIONAL WORK ADJUSTMENT (OWA)

- Unit 1: Study Skills
- Unit 2: Human Relations Skills
- Unit 3: Health
- Unit 4: Career Exploration
- Unit 5: Employability Skills
- Unit 6: Safety Awareness
- Unit 7: Money Management
- Unit 8: Academic Remediation

OCCUPATIONAL WORK EXPERIENCE (OWE)

- Unit 1: Teamwork
- Unit 2: Employability Skills
- Unit 3: Academic Enhancement
- Unit 4: Studying
- Unit 5: Safety Awareness
- Unit 6: Personal Development
- Unit 7: Personal Health
- Unit 8: Personal Money Management

POULTRY PRODUCER

- Unit 1: General Safety Precautions
- Unit 2: Marketing
- Unit 3: Waste Handling and Disposal
- Unit 4: Business Management
- Unit 5: Poultry Management
- Unit 6: Nutrition, Feeds, and Feeding
- Unit 7: Flock Health
- Unit 8: Agricultural Mechanics
- Unit 9: Employability Skills

POWER EQUIPMENT TECHNOLOGY

- Unit 1: Professional Behavior
- Unit 2: Hand Tools
- Unit 3: Shop Equipment
- Unit 4: Fasteners
- Unit 5: Welding, Soldering, and Heat-Treating Equipment
- Unit 6: Manufacturers' Parts, Service, and Software Materials
- Unit 7: Disassembly, Inspection, and Reassembly of Two-Cycle and Four-Cycle Engines
- Unit 8: Ignition Systems
- Unit 9: Fuel Systems
- Unit 10: Governor Systems
- Unit 11: Lubrication Systems
- Unit 12: Cooling Systems
- Unit 13: Lighting, Accessory, and Charging Systems
- Unit 14: Engine Tune-up
- Unit 15: Removing and Installing Engines

Power Equipment Technology (continued)

- Unit 16: Power Takeoff (PTO) Accessories**
- Unit 17: Motion Drive Systems**
- Unit 18: Frame, Suspension, and Steering Systems**
- Unit 19: Tires, Wheels, and Brakes**
- Unit 20: Servicing Multicylinder Engines**
- Unit 21: Troubleshooting**
- Unit 22: Equipment Maintenance and Storage**
- Unit 23: Customer Relations**
- Unit 24: Employability Skills**

PRACTICAL NURSING

- Unit 1: Orientation**
- Unit 2: First Aid and Cardiopulmonary Resuscitation (CPR)**
- Unit 3: Safety and Infection Control**
- Unit 4: Legal and Ethical Responsibilities**
- Unit 5: Coordinated Care**
- Unit 6: Continued Quality Improvement**
- Unit 7: Goal-Oriented Care**
- Unit 8: Environmental Safety**
- Unit 9: Preparation for Treatments and Procedures**
- Unit 10: Safe and Effective Treatments and Procedures**
- Unit 11: Intravenous (IV) therapy**
- Unit 12: Physiological Adaptation**
- Unit 13: Reduction of Risk Potential**
- Unit 14: Mobility**
- Unit 15: Comfort**
- Unit 16: Basic Care**
- Unit 17: Psychosocial Adaptation**
- Unit 18: Coping/Adaptation**
- Unit 19: Continued Growth and Development**
- Unit 20: Self-Care**
- Unit 21: Integrity of Support Systems**
- Unit 22: Prevention and Early Treatment of Disease**
- Unit 23: Training Nurse Aides***
- Unit 24: Employability Skills**

RESOURCE CONSERVATION

- Unit 1: General Safety Precautions
- Unit 2: Resource Conservation Industry
- Unit 3: Water Quality Management
- Unit 4: Soil Conservation
- Unit 5: Mapping
- Unit 6: Nature Interpretation
- Unit 7: Fish and Wildlife Management Awareness
- Unit 8: Groundskeeping
- Unit 9: Equipment Maintenance
- Unit 10: Equipment Operation
- Unit 11: Facility Construction and Maintenance
- Unit 12: Business Management
- Unit 13: Employability Skills

SWINE PRODUCER

- Unit 1: General Safety Precautions
- Unit 2: Animal Care
- Unit 3: Genetics, Reproduction, and Breeding
- Unit 4: Waste Handling and Disposal
- Unit 5: Nutrition, Feeds, and Feeding
- Unit 6: Herd Health
- Unit 7: Marketing
- Unit 8: Business Management
- Unit 9: Agricultural Mechanics
- Unit 10: Crop and Forage Production
- Unit 11: Employability Skills

TRAVEL AND TOURISM MARKETING

- Unit 1: Economic Foundations of Travel and Tourism
- Unit 2: Human Resource Fundamentals
- Unit 3: Business and Marketing Foundations of Travel and Tourism
- Unit 4: Travel and Tourism Foundations
- Unit 5: Travel and Tourism Segments
- Unit 6: Product/Service Planning
- Unit 7: Promotion
- Unit 8: Selling
- Unit 9: Distribution

Travel and Tourism Marketing (continued)

- Unit 10: Pricing**
- Unit 11: Risk Management and Loss Prevention**
- Unit 12: Financing**
- Unit 13: Purchasing**
- Unit 14: Marketing Information Management**
- Unit 15: Computer Operations**
- Unit 16: Employability Skills**

TURF AND LANDSCAPE WORKER

- Unit 1: General Safety Precautions**
- Unit 2: Turf and Landscape Operations**
- Unit 3: Equipment Maintenance**
- Unit 4: Construction Skills**
- Unit 5: Marketing and Sales**
- Unit 6: Business Management**
- Unit 7: Employability Skills**

WELDING

- Unit 1: Safety and Housekeeping**
- Unit 2: Materials Science/Inspection/Testing**
- Unit 3: Blueprints**
- Unit 4: Oxyfuel Welding (OFW)**
- Unit 5: Shielded Metal Arc Welding (SMAW)**
- Unit 6: Thermal Cutting**
- Unit 7: Gas Metal Arc Welding (GMAW)**
- Unit 8: Gas Tungsten Arc Welding (GTAW)**
- Unit 9: Flux Core Arc Welding (FCAW)**
- Unit 10: Employability Skills**

WORK AND FAMILY LIFE

- Unit 0: Process Competencies**
- Unit 1: Personal Development**
- Unit 2: Resource Management**
- Unit 3: Life Planning**
- Unit 4: Nutrition and Wellness**
- Unit 5: Family Relations**
- Unit 6: Parenting**

* Advancing

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